

Week 3 Agenda

1. Review Activity Sheets for accuracy
2. Review timeline for consensus
3. Workshop SOW unique deliverables (if necessary)
4. Share preliminary draft for feedback
5. Incorporate changes to create working draft

Parameters for this Phase

Establishment of the Governance Board is the key first step within the high level work plan.

Focus in on the Service Provider model as provided by Coeur Group.

Detailed architecture designs and service delivery designs will be a future phase. Actual architecture design work is not in scope, but activities to accomplish this is in scope.

Stay at the activity level.

Costs will be provided for each activity area.

- **Cost information is to be relative order of magnitude.**
- **Cost estimates include high level, if possible, transitional costs. At a minimum include this as an activity and risk as appropriate.**
- **High level implementation costs, savings and reinvestment amounts were provided in the Coeur Final Report. This will be further discussed at a future phase, not this phase.**

**Change in Work plan and Deliverables only through John's office—
Wes as intermediary**

Activity work sheet definitions:

Priority— how early should an activity take place in relation to other activities

Risk— what is the risk if this activity is performed

Timeline— what is the time period it would take for this activity to take place, keeping in mind predecessors and successors

Incremental Cost— the additional cost incurred to perform activity

Activity— high level grouping of tasks within a project plan

Task— each individual, defined step to achieve an activity goal

Business Service Management

